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ABSTRACT

This guide to managing school libraries begins, in chapters 1 and 2, with a brief history of school library media programs and the role of the media specialist. Chapter 3 describes preparation programs and job seeking for the potential library media specialist. Chapter 4 discusses the first week on the job, and what the new librarian should find out. Chapter 5 is a more detailed presentation of the tasks required in managing the school library media program facility, with planning and scheduling discussed in chapter 6. Personnel management and coordination with other educators is the subject of chapter 7. Collection management, budgeting, and the determination of which services to offer are the subjects of chapters 8, 9, and 10 respectively. Marketing the library services, program evaluation, and networking are the focuses of chapters 11, 12, and 13. Chapter 14 offers suggestions for the library media specialist as a leader in the district and professional associations. Each section presents exercises for use in the classroom or workshop as well as examples of teaching teams and case studies. Thirteen appendixes explore specific issues such as the Omnibus Children and Youth Literacy through Libraries Act, presentation of a 5-year long-range plan (1994-1999), and volunteers, in greater depth. (SLD)

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